

## THE FIFE COUNCIL

### MOSSMORRAN AND BRAEFOOT BAY COMMUNITY AND SAFETY COMMITTEE

#### CONSTITUTION AND TERMS OF REFERENCE

##### 1.0 TITLE

- 1.1 The Committee shall be known as the Mossmorran and Braefoot Bay Community and Safety Committee: referred to herein as "the Committee".

##### 2.0 TERMS OF REFERENCE

- 2.1 The Committee shall provide a forum which will enable the local communities (1) to be aware of developments likely to take place at Mossmorran and Braefoot Bay; (2) to be briefed on environmental impacts and safety issues associated with the existing plant and terminal and associated with developments affecting the plant and terminal, and (3) to allow the views of local communities on these issues to be properly expressed. In particular, the Committee shall have the following remit:

- (i) To identify and discuss potential safety and/or environmental impacts of the developments at Mossmorran and Braefoot Bay on the area. Where appropriate, to identify and suggest possible action or investigation to be taken in connection with such impacts.
- (ii) To receive, for information and discussion purposes, reports on various aspects relating to measures and procedures designed to safeguard the environment and monitor potential environmental impact of the developments.
- (iii) To discuss safety issues and any matters of interest or concern to the local communities relating thereto, arising from the developments at Mossmorran and Braefoot Bay.
- (iv) To receive, for information and discussion purposes, reports on various aspects of safety and procedures arising at the Mossmorran and Braefoot facilities.
- (v) To receive, for information purposes, reports from the local authority in respect of the companies' performance of those conditions of a continuing nature pertaining to the planning permissions for the developments at Mossmorran and Braefoot Bay.
- (vi) To assist in developing a mutual understanding of matters and issues of relevance to both the local communities and the companies to assist in the creation of a climate which is positive to future investment and/or developments which are safe, environmentally acceptable and economically advantageous for the area of Fife.

- 2.2 This Constitution and terms of reference shall not imply any responsibility for, control over, or restriction of the statutory or common law positions of Fife Council, Shell UK Exploration and Production ("Shell Expro"), Exxon Mobil Chemical Olefins Incorporated ("Exxon Mobil") or any other local authority, statutory authority or agency, or company, nor derogate from the rights, powers and responsibilities of such authorities, agencies or companies, in respect of the developments.

3.0/

3.0 MEMBERSHIP

- 3.1 There shall be on the Committee three representatives from Fife Council, and one representative from each of the following:-

Shell Expro  
Exxon Mobil  
Aberdour Community Council  
Auchtertool Community Council  
Burntisland Community Council  
Cardenden & Kinglassie Community Council  
Cowdenbeath Community Council  
Crossgates & Mossgreen Community Council  
Dalgety Bay & Hillend Community Council  
Lochgelly Community Council  
Lumphinnans Community Council

Representation level shall be increased to enable the companies to invite appropriate specialists, who shall not be entitled to vote, to attend when required.

- 3.2 An appropriate number of officials (normally no more than four), who shall not be entitled to vote, from the local authority shall attend meetings of the Committee.
- 3.3 The Committee may invite others to attend meetings to address them on issues related to the terms of reference as referred to in paragraph 2.1 above.

4.0 MEETINGS

- 4.1 The Committee shall meet as frequently as is considered necessary having regard to the level of business to be transacted, but not less than once per quarter.

5.0 OFFICE BEARERS

- 5.1 The members of the Committee shall appoint a Chairperson from amongst the local authority members for a period conterminous with elections to Fife Council.
- 5.2 The members of the Committee shall appoint a Secretary to the Committee who shall not be entitled to vote. The Secretary shall prepare a record of meetings, and shall be responsible, in consultation with the Chairperson, for preparing agendas, summoning the meetings and circulating a record of meetings to the membership.

6.0 BUSINESS

- 6.1 The Secretary shall send to all members, as appropriate, a record of the previous meeting and notice and agenda for all meetings at least seven days before the date of the next meeting.
- 6.2 Business shall be in keeping with the terms of reference specified in paragraph 2.1 above.

7.0 FINANCE

- 7.1 The local authority shall meet any reasonable costs of the administration of the Committee.

AD 1-6 DH/TC

City Chambers  
Dunfermline

December 2000